



**Secretary of State
Office of Professional Regulation**

**NURSING HOME ADMINISTRATOR
AIT Program Information**

To qualify to take the exam for licensure, an applicant must have completed an administrator-in-training program that meets the requirements outlined in Title 18 VSA Chapter 46 and the Administrative Rules, Part 2, 2.3, identified as follows:

I. Content: The AIT program shall cover the domains of practice specified in the National Association of Long Term Care Administrator Boards "Five Step Program: AIT Internship Manual" (information on ordering this book is available at the NAB website: www.nabweb.org)

II. Plan: An AIT application form must be submitted to ORP and approval must be received prior to the applicant starting the program. (See attached form)

III. Supervision:

The program must be completed under the supervision of a preceptor approved by the Office of Professional Regulation (OPR). ASupervision@ means on-site supervision (on the premises of the facility). The supervisor must be readily available to assist and answer questions but may be off the premises for limited periods of time for vacations, conferences, etc. but still must be available by phone, not to exceed an average of more than one day per week.

V. Preceptor:

To qualify for Board approval, preceptors must be currently licensed and good standing as a Nursing Home Administrator in this state and have at least five years of experience as a licensed Nursing Home Administrator.

V. Hours: The program must cover 1,000 total hours in the areas specified and must be completed within two years.

VI. Report: At the completion of the training program, the preceptor must submit a final evaluation, verifying the completion of the AIT program. The report must be submitted on the form provided by OPR.